



State of Idaho

Legislative Services Office

Management Report

A communication to the Joint Finance-Appropriations Committee

IDAHO OUTFITTERS AND GUIDES LICENSING BOARD

FY 2008, 2009, AND 2010

Report IC43410
Date Issued: July 8, 2011

Serving Idaho's Citizen Legislature



Don H. Berg, Manager

Idaho Legislative Services Office
Legislative Audits Division

IDAHO OUTFITTERS AND GUIDES LICENSING BOARD

SUMMARY

PURPOSE OF MANAGEMENT REVIEW

We conducted a management review of the Idaho Outfitters and Guides Licensing Board covering the fiscal years ended June 30, 2008, 2009, and 2010. Our review covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion, but to provide general assurance on internal controls and to raise the awareness of management and others of any conditions and control weaknesses that may exist and offer recommendations for improvement.

CONCLUSION

We did not identify any significant conditions or weaknesses in the general administrative and accounting controls of the Board.

FINDINGS AND RECOMMENDATIONS

There are no findings and recommendations in this report.

PRIOR FINDINGS AND RECOMMENDATIONS

There were no findings and recommendations in the prior report.

AGENCY RESPONSE

The Board has reviewed this report and is in general agreement with its contents.

FINANCIAL INFORMATION

The following financial data is for informational purposes only.

IDAHO OUTFITTERS AND GUIDES LICENSING BOARD – FY 2010 FINANCIAL SUMMARY

Fund	Fund No.	Beginning Cash Balance	Plus Receipts	Plus Net Transfers	Less Disbursements	Ending Cash Balance
State Regulatory Fund	0229	\$203,278	\$523,667	\$0	\$503,105	\$223,840
TOTAL		\$203,278	\$523,667	\$0	\$503,105	\$223,840

OTHER INFORMATION

We discussed other issues which, if addressed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the State of Idaho and the Idaho Outfitters and Guides Licensing Board and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance given to us by the director, Jake Howard, and his staff.

ASSIGNED STAFF

Chris Farnsworth, CPA, Managing Auditor

Wade Kimball, Staff Auditor

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AGENCY RESPONSE



June 14, 2011

Governor

C. L. "BUTCH" OTTER

Chairman

WAYNE HUNSUCKER
Lucile

Members

TOM LONG
Boise

ALEX IRBY
Orofino

LOUISE STARK
Challis

CHRIS KORELL
Emmett

Executive Director
JAKE HOWARD

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*"Helping Protect
Idaho's
Natural Resources"*

Mr. Don Berg, Legislative Audit Manager
Legislative Audits
P O Box 83720
Boise, ID 83720-0054

Dear Don:

In accordance with the results of the recently completed audit report for the Outfitters and Guides Licensing Board, I have prepared the following response.

The audit concluded that there were no significant weaknesses found involving the internal administration or accounting controls over our financial reporting and operations. Also, there were no findings and recommendations noted.

I would like to extend our thanks and appreciation to you and your staff during the audit. They were very professional and helpful.

Sincerely,

Jake Howard
Executive Director

JH:rb

C: IOGLB



APPENDIX

HISTORY

The Idaho Legislature established the Idaho Outfitters and Guides Licensing Board (a self-governing agency) in March 1961. The statutory authority for the Board is contained in Idaho Code, Title 36, Chapter 21.

Originally the Board consisted of three members, all outfitters and guides. Currently, the Board consists of five members:

- four appointed by the Governor
- one selected by the Idaho Fish and Game Commission

PURPOSE

The primary purpose of the Board is to license and regulate any individual, firm, partnership, corporation, or other organization meeting the State's definition of an outfitter or guide. This is done for the explicit purpose of safeguarding the health, safety, and welfare of the public; to help promote public awareness of recreation and tourism opportunities in Idaho; and to assist with conservation efforts to preserve the State's fish, wildlife, and natural resources. Additionally, the Board is empowered by Idaho Code, Section 36-2107 to, among other things:

- conduct examinations to ascertain the qualifications of applicants and to set restrictions and limitations on licenses.
- enforce the provisions of this chapter, including obtaining injunctive relief and make and enforce any and all reasonable rules. The Board's law enforcement authority is limited to the enforcement of the provisions of applicable State law involving outfitting and guiding.
- conduct hearings and proceedings to suspend, revoke, or restrict the licenses of outfitters or guides, for due cause.
- request a district court to issue a subpoena for any witness or a subpoena to compel the production of any books, records, or papers as may be required at any hearing before the Board.
- cooperate with the federal and State government.
- designate the number of deer or elk tags allocated to outfitters.

FUNDING

The Board receives operating funds from licenses, fines set by the Board, and restitution ordered by the courts.

ORGANIZATION

In addition to the five Board members, the office is comprised of an administrative staff that includes the executive director, three office specialists, an office supervisor, and an enforcement staff that includes an education/law enforcement supervisor and four part-time enforcement agents.

The Board's organizational chart is on the following page.

Idaho Outfitters and Guides Licensing Board Organizational Chart

